Approved For Release 2001/08/15 : CIA-RDP57-90384R000500070002-0

PERSONAL SERVICE CONTRACT

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and	referred to a	s the Contra	ctor)	, her	by contrac	. 101	C por co
services of the	Contractor	as luttom	.				
a. Type of Serv	ice:		nsultant	<u> </u>	Expert		
b. Type of Empl	oyment:		termittent	<u> </u>	Temporary		
c. Duration of		\$			Per day of se	rvice	
d. Rate of Comp	ensation:	<u> </u>			Per diem, WAE	(for actual	al hours worke
e. Estimated to f. Contractor C. Contractor United State	isis	∐is not a ∐is not a	retired c	fficer o	employee of the Arme	f the Un d Service	ited States es of the
b Data of anno	intment af	fidavits_		 •		•	
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1. DEFINITIONS

The Contractor shall be designated as either a consultant or an expert. The employment shall be classified as intermittent or temporary. Definitions are as follows:

- a. A consultant is an employee serving the Government in an advisory capacity only, as distinguished from one who performs the statutory duties and responsibilities of the employing Agency. Consultants are precluded from assuming any administrative or supervisory responsibilities.
- b. An expert is an employee performing duties requiring the services of a person exceptionally qualified by education and experience in a particular line to perform a service particularly required to accomplish the statutory purposes of the employing Agency, and who is not, generally obtainable under Civil Service Laws and Regulations. Experts may exercise administrative and supervisory functions.
- c. An <u>intermittent</u> employee performs services for short, irregular periods, none of which extends for a full calender month.
- d. A temporary employee serves for a definite period of time not exceeding one year. Temporary employees serve continuously during the period for which appointed.

2. PAYMENT

- a. Payment of compensation at the rate specified less any deductions required by law will be made on bi-weekly payrolls supported by Time and Attendance Reports (S.F. 1130) showing the actual hours of service rendered for each day, signed and approved by the official to whom the contract employee is responsible.
- b. An intermittent consultant or expert will be paid only for days when actually employed, and will not be entitled to overtime or night differential payments. When work is performed on holidays or non-work days, only the regular daily rate will be allowed.

3. TRAVEL REIMBURSEMENT

- a. Only an intermittent employee is entitled to reimbursement, in accordance with Government Travel Regulations, for transportation between residence or place of business and official headquarters, and to maximum of \$6.00 per diem in lieu of subsistence for each day, including Saturdays, Sundays and holidays, while away from residence or place of business on official duty.
- b. An intermittent or temporary consultant or expert, on authorized government business, away from the official station is in a travel status and will be reimbursed for transportation expenses in accordance with Government Travel Regulations and will receive a maximum of \$6.00 per diem in lieu of subsistence.

4. LEAVE

A consultant or expert will not accrue annual or sick leave under this contract.

5. SECURITY

This contract shall not be effective until such time as satisfactory preliminary security clearance is obtained and noted on the face hereof.

6. TERMINATION

This contract may be terminated at any time during the period of its duration, (1) by mutual consent of the Personnel Officer and of the Contractor, (2) by the Personnel Officer, upon not less than seven days' written notice by him to the Contractor, or (3) by the Contractor, upon not less than seven days' written notice by him to the Personnel Officer.

7. PREPARATION AND DISTRIBUTION

This contract will be prepared in six copies, all of which will be signed and distributed as follows: Original to Payroll Office for General Accounting Office, two copies for the Personnel Office, one copy each for the Budget Office, the Administrative Office and the Contractor.

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PERSONAL SERVICE CONTRACT

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Approved For Release 2001/08/15 : CIA-RDP57-00384R000500070002-0 CONDITIONS

1. DEFINITIONS

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- a. A <u>consultant</u> is an employee serving the Government in an advisory capacity only, as distinguished from one who performs the statutory duties and responsibilities of the employing Agency. Consultants are precluded from assuming any administrative or supervisory responsibilities.
- b. An expert is an employee performing duties requiring the services of a person exceptionally qualified by education and experience in a particular line to perform a service particularly required to accomplish the statutory purposes of the employing Agency, and who is not, generally obtainable under Civil Service Laws and Regulations. Experts may exercise administrative and supervisory functions.
- c. An <u>intermittent</u> employee performs services for short, irregular periods, none of which extends for a full calender month.
- d. A temporary employee serves for a definite period of time not exceeding one year. Temporary employees serve continuously during the period for which appointed.

2. PAYMENT

- a. Payment of compensation at the rate specified less any deductions required by law will be made on bi-weekly payrolls supported by Time and Attendance Reports (S.F. 1130) showing the actual hours of service rendered for each day, signed and approved by the official to whom the contract employee is responsible.
- b. An intermittent consultant or expert will be paid only for days when actually employed, and will not be entitled to overtime or night differential payments. When work is performed on holidays or non-work days, only the regular daily rate will be allowed.

3. TRAVEL REIMBURSEMENT

- a. Only an intermittent employee is entitled to reimbursement, in accordance with Government Travel
 Regulations, for transportation between residence
 or place of business and official headquarters,
 and to a per diem allowance in lieu of subsistence
 for each day, including Saturdays, Sundays and
 holidays, while away from residence or place of
 business on official duty, in accordance with applicable law and regulations.
- b. An intermittent or temporary consultant or expert, on authorized government business, away from the official station is in a travel status and will be reimbursed for transportation expenses in accordance with Government travel Regulations and will receive a per diem allowance in lieu of subsistence in accordance with applicable law and Regulations.

4. LEAVE

A consultant or expert may accrue annual and sick leave under this contract in accordance with applicable Civil Service Laws and Regulations.

5. SECURITY

This contract shall not be effective until such time as satisfactory preliminary security clearance is obtained and noted on the face hereof.

6. TERMINATION

This Contract may be terminated at any time during the period of its duration, (1) by mutual consent of the Personnel Officer and of the Contractor, (2) by the Personnel Officer, upon not less than seven days' written notice by him to the Contractor, or (3) by the Contractor, upon not less than seven days' written notice by him to the Personnel Officer.

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PERSONAL SERVICE CONTRACT

		Contract No.
Subject to the conditions s	tated on the back hereof	. the
Subject to the conditions s	· ·	• '
and	, he	reby contract for the personal
and(hereinafter referred to	as the Contractor)	
services of the Contractor	as follows:	
a. Type of Service:	Consultant	Expert
h Type of Employment:	Intermittent _	Temporary
c. Duration of contract: F	rom	Per day of service
4. 11.00		Per diem, WAE (for actual hours worked)
e. Estimated total cost: \$, <u> </u>	
f. Contractoris	is not a retired civili	an employee of the United States. r of the Armed Services of the
g. Contractoris	is not a retired office	
United States.	avit.	
h. Date of no strike affidai. Date of Oath of Office	Q V + U	
j. Nature of personal servi	ices to be rendered:	
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ing reasons:		
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(2) The services require	d are not within the cap	pacity of the present force.
(3) The work to be perfo	rmed may be in addition	to but not a duplication of the
duties of any other	employee.	
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OMMENDING OFFICER	BUDGET APPROVAL BY	DATE
Approved For F	Release 2001/08/ <u>15 : CIA-RD</u>	P57-00384R000500070002-0

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- c. An <u>intermittent</u> employee performs services for short, irregular periods, none of which extends for a full calendar month. Should an intermittent employee serve continuously for a period in excess of one month, he becomes a temporary employee.
- d. A <u>temporary</u> employee serves for a definite period of time not exceeding one year. Temporary employees serve full time during the period for which appointed.

2. PAYMENT

- a. Payment of compensation at the rate specified less any deductions required by law will be made on bi-weekly payrolls supported by Time and Attendance Reports (S.F. 1130) showing the actual hours of service rendered for each day, signed and approved by the official to whom the contract employee is responsible.
- b. An intermittent consultant or expert will be paid only for days when actually employed, and will not be entitled to overtime or night differential payments. When work is performed on holidays or non-work days, only the regular daily rate will be allowed.

3. TRAVEL REIMBURSEMENT

a. Only an intermittent employee is entitled to reimbursement, in accordance with Government Travel Regulations, for transportation between

- residence or place of business and official headquarters, and to maximum of \$6.00 per diem in lieu of subsistence for each cay, including Saturdays, Sundays and holid: /s, while away from residence or place of businers on official duty.
- b. An intermittent or temporal, consultant or expert; on authorized government business, away from the official station is in a travel status and will be reimbursed for transportation expenses in accordance with Government Travel Regulations and will receive a maximum of \$6.00 per diem in lieu of subsistence.

4. LEAVE

- a. A consultant or expert who serves continuously for a period in excess of one month will fall into the temporary category and will accrue annual and sick leave in accordance with the leave regulations applicable to all temporary-limited employees. Leave privileges will be determined by the actual conditions and circumstances under which service is rendered.
- b. A consultant or expert who fall sinto the intermittent category will not accrue annual or sick leave.
- c. A consultant or expert serving under an intermittent contract who works a sufficient number of consecutive days to be entitled to accrue leave will automatically become a temporary employee and a new contract will be executed on that basis.

5. SECURITY

This contract shall not be effective until such time as satisfactory preliminary security clearance is obtained and noted on the face hereof.

6. TERMINATION

This contract may be terminated at any time during the period of its duration, (1) by mutual consent of the Personnel Officer and of the Contractor, (2) by the Personnel Officer, upon not less than seven days' written notice by him to the Contractor, or (3) by the Contractor, upon not ess than seven days' written notice by him to the Personnel Officer.

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